Soldier Quick Start Training
GoArmyEd

Module 3
Requesting Tuition Assistance

Overview

Requesting Tuition Assistance

This module is intended to provide you with a checklist for using Tuition Assistance (TA) through GoArmyEd. You can enroll in college classes online through GoArmyEd and your TA benefits will be applied automatically in accordance with Army Education Policy (AR) 621-5.

This module includes seven topics:

- Topic 1: TA Overview
- Topic 2: TA Request Requirements
- Topic 3: Searching for a Class
- Topic 4: Enrolling in a Class
- Topic 5: Admissions and Rejections
- Topic 6: Instructions for Requesting TA (Step-by-Step)
- Topic 7: Summary

Topic 1: TA Overview

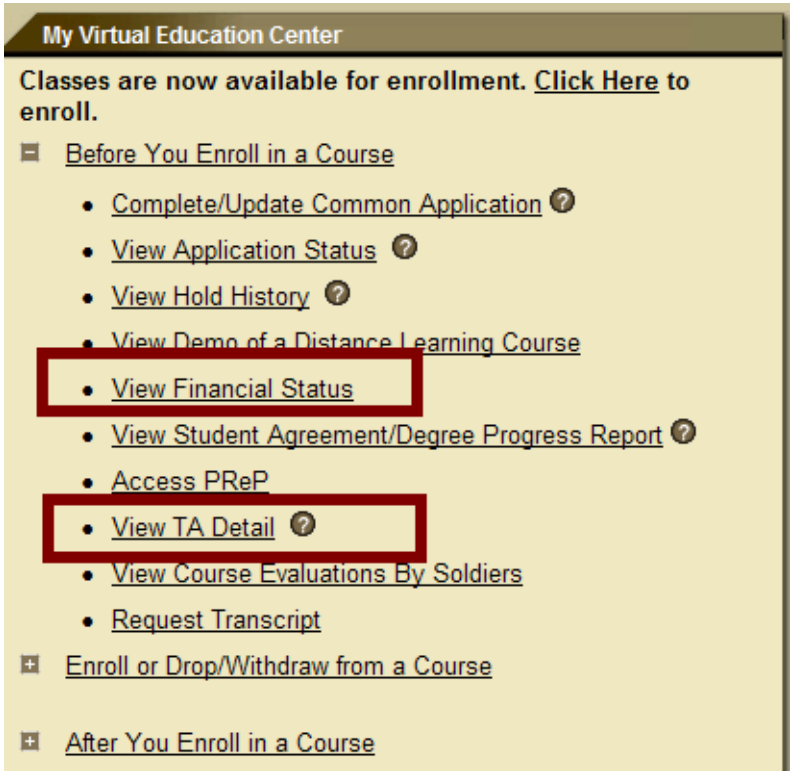
Viewing Your Account

GoArmyEd enables you to view the status of your Tuition Assistance account.

Using GoArmyEd, you can:

View how much TA you have used each fiscal year, how much remains in the current fiscal year, and your residency status at your home college by selecting the "**View Financial Status**" link on your GoArmyEd homepage.

View a detailed breakdown by fiscal year of all TA funded courses by selecting the "**View TA Details**" link on your GoArmyEd homepage.


My Virtual Education Center
Classes are now available for enrollment. Click Here to enroll.
Before You Enroll in a Course
Complete/Update Common Application
View Application Status
View Hold History
View Demo of a Distance Learning Course
View Financial Status
View Student Agreement/Degree Progress Report
Access PReP
View TA Detail
View Course Evaluations By Soldiers
Request Transcript
Enroll or Drop/Withdraw from a Course
After You Enroll in a Course

Topic 1: TA Overview

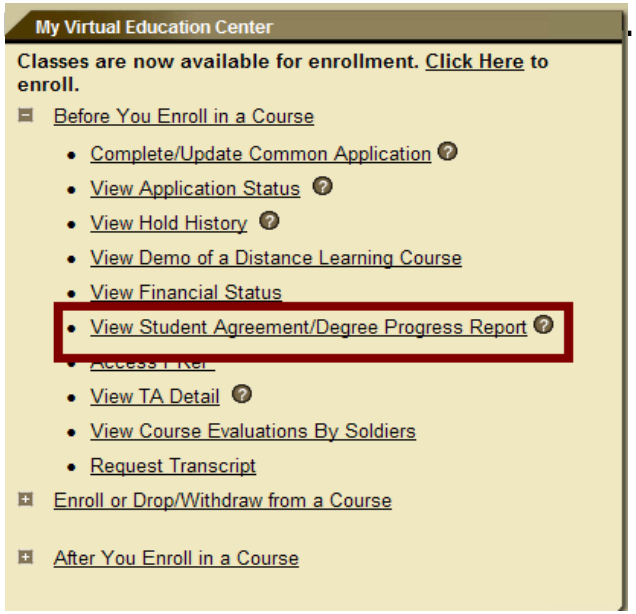
Tools to Assist You

If you take a class that does not advance you toward your approved degree, or if you fail to successfully complete your class, you may be required to repay the Army's TA dollars.

Your SOCAD Student Agreement or documented degree plan, Degree Progress Report (class requirements you have and have not met), and Auto Advisor (provides recommendations for classes that are required by your degree plan) are important tools fo

Create a Helpdesk case or contact your Army Education Counselor or College Advisor directly to assist you before enrolling in a class if you are unsure of which class to take and:

1. You do not yet have a SOCAD Student Agreement or a documented degree plan; or
2. The Degree Progress Report is not available for your degree plan.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Topic 1: TA Overview

Should You Enroll in a Class?

Before enrolling in a class, be sure to consider the following factors.

- Work duties: Have you verified this with your Commander?
- Time commitments: Should you enroll in an 8-week or 16-week course?
- Out-of-pocket expenses: Will your class require significant fees not covered by TA?
- Available TA: Have you considered the number of classes you anticipate taking during the fiscal year?

Your annual TA benefits include:	
The maximum amount paid for Tuition Assistance is $4,500 per fiscal year (1 October – 30 September)	Up to a maximum of $250 per Semester Hour ($166 per Quarter Hour)

Topic 2: TA Request Requirements

Summary

Below is a summary of the key actions you should take when enrolling in a class offered through GoArmyEd.

Annual Requirements

- ✓ Complete your TA Annual Statement of Understanding (SOU). You will be prompted by messages in GoArmyEd and through emails to print out a TA SOU from the portal each year and return it to an Army Education Center by your annual deadline.

- ✓ Ensure you have a SOCAD Student Agreement (SA) or documented degree plan in your GoArmyEd Student Record prior to the end of the sixth semester hour taken at your home college or before completing nine (9) semester hours at any college using TA, whichever comes first.

Topic 2: TA Request Requirements

Summary (Continued)

Below is a summary of the key actions you should take when enrolling in a class offered through GoArmyEd.

Requirements for Every Class Enrollment

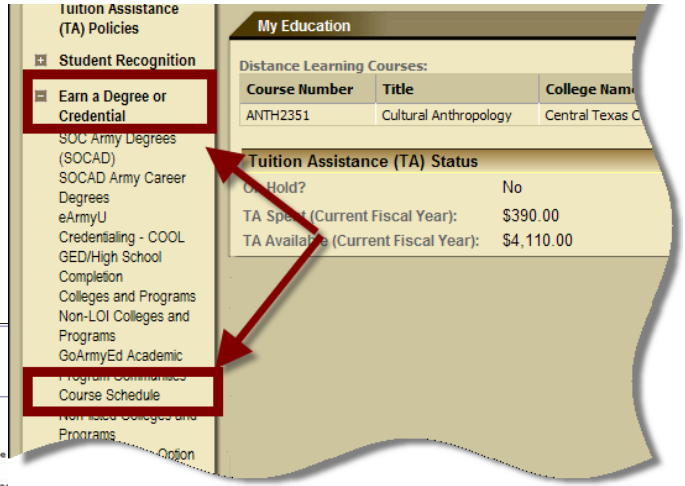
- ✓ Assess your availability to take a class or classes.
- ✓ Identify classes that will advance you toward your approved degree. Use your SOCAD Student Agreement or documented degree plan, Degree Progress Report, and Auto Advisor.
- ✓ Read the Class Details in the course schedule prior to enrolling in a class.
- ✓ Read portal messages and instructions that appear during the enrollment process.
- ✓ Resolve any holds or recoupments on your account.
  - Take the training modules entitled Holds and Recoupments.
  - Check your preferred email account for email communications.

Topic 3: Searching for a Class

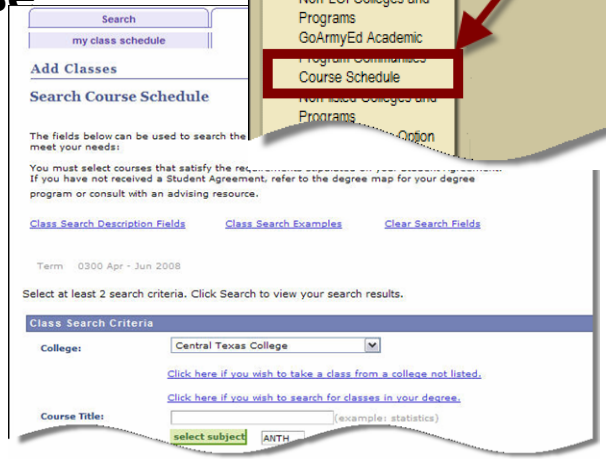
Course Schedule

When you have identified classes that will advance you toward your degree, either by consulting your SOCAD Student Agreement or documented degree plan and your Degree Progress Report,you can search for a class through GoArmyEd.

1. Select the "**Earn a Degree or Credential**" link located in the left menu from your GoArmyEd homepage then scroll and click the "**Class Schedule**" link.



2. Navigate to the **Search Course Schedule** page.


Search
my class schedule
Add Classes
Search Course Schedule
Class Search Description Fields
Class Search Examples
Clear Search Fields
Select at least 2 search criteria. Click Search to view your search results.
Class Search Criteria
College:
Central Texas College
Click here if you wish to take a class from a college not listed.
Click here if you wish to search for classes in your degree.
Course Title:
select subject
ANTH

You may search by category, course level, college (using the campus drop-down menu), instruction mode, and class title. It is recommended that you **use at least two search criteria.** You can broaden your searches by removing criteria.

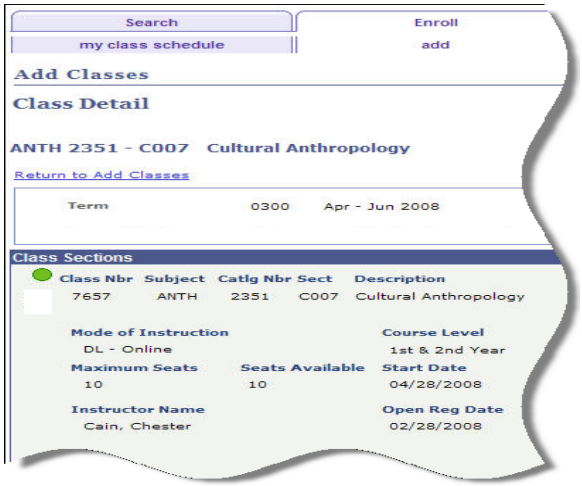
Topic 3: Searching for a Class

Course Schedule (Continued)

Review the options and click the "**Class Details**" link next to each class section to get further information about the class.

Always read the Class Details before completing an enrollment transaction. These details cover important information including:

- Cost
- Instruction mode (e.g., Classroom, Distance Learning, and eArmyU Online)
- Required course materials
- Testing requirements
- Location of the class section
- Special restrictions
- Required prerequisites
- Start and end dates of the class
- In-state versus out-of-state tuition rates
- Number of semester hours awarded for the class

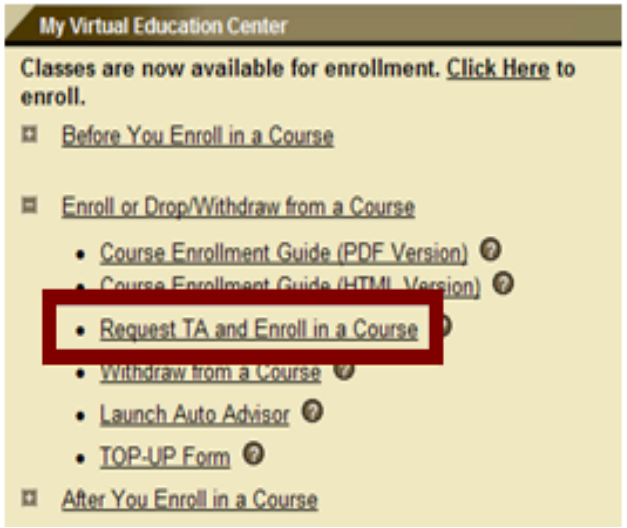


Topic 4: Enrolling in a Class

How to Enroll

Once you have found a class that advances you toward your degree and fits your schedule, budget, and instruction mode preferences, follow the printable step-by-step instructions found in the Course Enrollment Guide located on the Reference Documents Page in the GoArmyEd portal.

It is highly recommended that you print and follow the Course Enrollment Guide the first few times that you request TA and enroll in a class using GoArmyEd. The Enrollment Guide provides simple to follow screen shots of each step in the enrollment process.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- From your GoArmyEd homepage, click the "**Enroll or Drop/Withdraw from a Class**" link in the My Virtual Education Center section.

- Next click the "**Request TA and Enroll in a Class**" link.

Topic 4: Enrolling in a Class

How to Enroll

The Course Enrollment Guide also contains instructions for using **Auto Advisor**, a streamlined process for enrolling in classes that are aligned with your approved degree plan. This feature is not available to Soldiers enrolled in an “External Degree Plan”, “Other Degree Plan”, or a degree labeled with a “–d“ in the Colleges and Programs section of the GoArmyEd portal. This is because Auto Advisor uses data from degrees that are fully set up in GoArmyEd to make its recommendations.

In addition, the Course Enrollment Guide provides information about how to use the Reimbursement Request Process to use TA at colleges that are not offering classes through GoArmyEd.

Topic 4: Enrolling in a Class

Paying for the Class

Your Financial Status and TA Details pages are updated automatically to deduct the TA applied to the cost of your class from your annual benefit.

Depending on your tuition ceiling, semester hour cap, or other Army Tuition Assistance policies, you may have to pay the balance out-of-pocket. If the Student Amount field on the Enrollment Request Information screen indicates that you are responsible for all or a portion of the class cost, the following requirements apply:

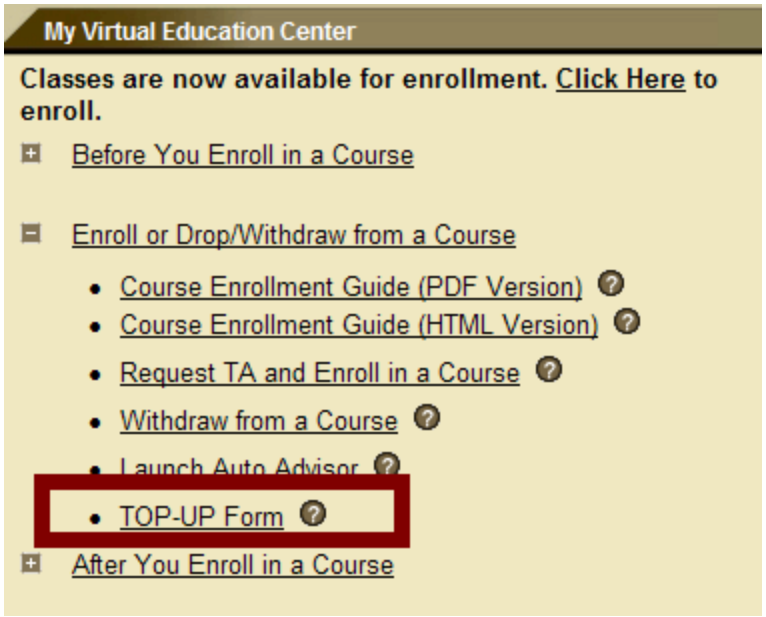
- Based on your school's election to accept credit card payment, you will either be directed to credit card screens or have a balance due directly to the school.
- Credit card payment for the student amount must be processed through the GoArmyEd portal before you can complete your enrollment request.

Topic 4: Enrolling in a Class

Costs Exceed TA Amount

If eligible, you may use a Top-Up Form to request reimbursement from the Veterans Affairs (VA) for the excess course costs.

To access the Top-Up Form from the portal, select the "**Top-Up Form**" link from the "**Enroll or Drop/Withdraw form a Course**" link in the **My Virtual Education Center** section of the Welcome Back screen and follow the instructions on the Student Top-Up Form Generation screen.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Contact your Army Education Counselor for additional information on the VA Top-Up program and on other financial support that is available to you.

Topic 5: Admissions and Rejections

College Accepts/Denies Request

Your college automatically receives your enrollment request within one (1) business day of your submission. Your college either accepts or denies the request.

- If you are admitted to the class, you should receive an email from your college confirming your class enrollment. You may also receive communications about the tuition balance due (if TA does not cover the full cost of the class).
- All active class enrollments will be listed on your GoArmyEd homepage.
- If the college rejects the course registration request, an automated email is sent through to your preferred email account to inform you that your request has been rejected and why. The funds that were deducted from your annual TA benefit when you processed the registration request will be restored to your account.
- Colleges are asked to process class enrollment rejections within 3 business days of receiving your class registration request.

Topic 6: Instructions for Requesting TA (Step-by-Step)

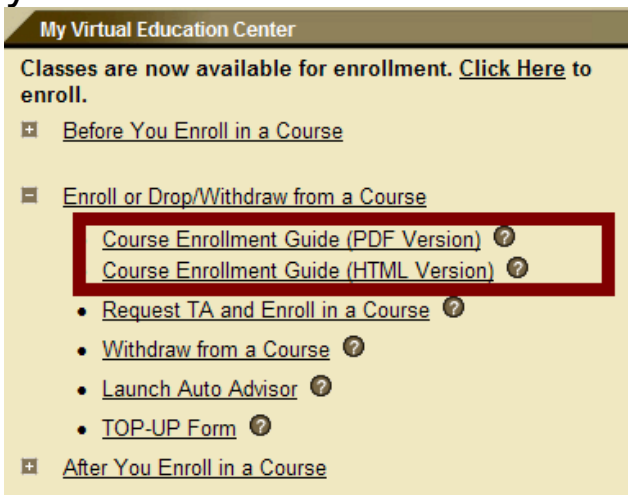
Step-by-Step Instructions

You can access the step-by-step instructions for requesting Tuition Assistance and enrolling in a class two ways.

- From GoArmyEd homepage, Select "**Enroll or Drop/Withdraw from a Course**" link located in **My Virtual Education Center** section. Next select either a document with screenshots or text only "**Course Enrollment Guide"** link .

Or

- From GoArmyEd homepage, click the "**View Reference Documents**" link located in the Helpdesk section.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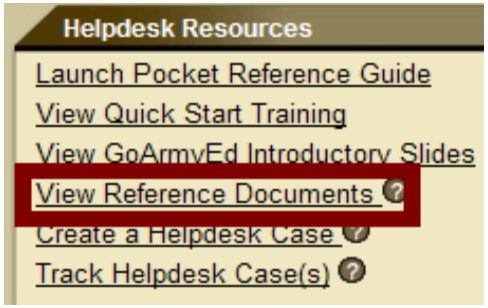

Topic 7: Summary

Requesting Tuition Assistance

You have completed the **Requesting Tuition Assistance** module. In this module, you have learned about the following:

- Location for reviewing a complete listing of classes you have taken to date using TA and related financial information
- Where to find resources in GoArmyEd to assist with class selections
- Use of the GoArmyEd Term Schedule to identify classes that advance you toward your degree
- Completion of class enrollments through GoArmyEd
- Process for registration requests when received by a college (either acceptance or denial by the college)
- Discussion of why a class registration request may be denied by a college